

CHILDREN AND FAMILIES' MINISTER APPLICATION PACK

Children and families' ministry is thriving at All Saints, with nearly 30 children regularly worshipping on a Sunday morning, and children involved as choristers, servers and intercessors. There is a strong culture of welcome across the week with hundreds of families engaging with our playgroup, stay and play and café. We are seeking a new Children and Families' Minister who will build on these successes: nurturing relationships and the Christian faith among children and families in our community.

Application deadline: 25th September

Interview date: 6th October



INTRODUCTION

This is an exciting time at All Saints and there is a real buzz about the place, particularly on Sunday morning. We have seen a significant increase in children and families coming to worship on Sunday mornings, and engaging in church activities through the week. Children and young people are involved in singing, serving and praying at All Saints, and there are programmes for Children's Church, Junior Church and Youth Church. There are more details about these activities below.

We are looking for a Children and Families' Minister who can build upon the good work already happening, who will continue to nurture the relationships and faith formation of the children and families in our community, as well as build our volunteer base to ensure the long-term sustainability of our ministries. We are looking for someone with prior experience, however we would be able to provide training and support to help upskill the right candidate.

All Saints is a diverse, inclusive and welcoming Church of England church within the liberal catholic tradition, and this is the ethos we seek in the new Children and Families' minister. We want to be a place where all families are welcome to worship and be part of the community of All Saints: a safe place where they can take their next steps of faith.

ABOUT THE ROLE

- 26.5 hours per week (0.75 FTE).
- Salary range: £28,000 - £32,000 pro rata, dependent on experience .
- The exact working pattern for this role is to be determined with the successful candidate. Sunday working will be the norm, with the expectation of one Sunday off per month.
- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.



OUR CHILDREN AND FAMILIES' MINISTRY

Sunday Ministry

The 10.00 am Parish Mass is the focal point of the week at All Saints: a service where all ages are welcome. The first Sunday of the month is an all-age mass, where children are involved in singing, serving, reading and praying. On other Sundays there is provision for different age groups: Children's Church (0-6), and Junior Church (7-10), with teaching and activities in different spaces for each group. These sessions are organised around the lectionary, with group prayer and craft activities that teach children about the Christian faith. On the third Sunday of the month Youth Church (age 11+) meets after the 10.00 am mass. A growing group of volunteers assist in leading and supporting the children's groups on a Sunday.



Choristers

All Saints has a flourishing chorister programme with 12 choristers currently singing twice a month at the Parish Mass. The choristers come out of the service with the other children to participate in Sunday Ministry groups, so that they get to know other children in the congregation, make friends, and learn alongside others. The lead for the chorister programme is the Director of Music, with the Children and Families' Minister providing pastoral support where appropriate.



OUR CHILDREN AND FAMILIES' MINISTRY

Baptism, first communion and confirmation

We offer children of all ages opportunities to grow in the Christian faith, including baptism, first communion, and confirmation. Preparation courses for first communion and confirmation run regularly each year. We also support families thinking about baptism for their child. If families are resident in the parish they are welcome to have their child baptised either on the first Sunday of the month at the all-age mass, or after mass on the third Sunday of the month. If families are from another parish we work with them to discern if All Saints is the right place for them to make their home church.

Little Fishes Playgroup

Little Fishes is our playgroup for babies and toddlers on a Monday afternoon and Tuesday morning. The playgroup is free (donations are encouraged) and in addition to a wide range of toys there are craft activities, with singing and story time to end each session. The playgroup is organised by the Children and Families' Minister who also provides a pastoral presence at each session. Whilst sessions do not contain Christian content, the pastoral relationships built between families and the children and families minister have led to an increase in baptisms and attendance at services throughout the year. An average of more than 100 families come to Little Fishes each week.



OUR CHILDREN AND FAMILIES' MINISTRY

Stay and Play

Most weeks of the year the church is open Monday to Friday between 9.00am and 4.00pm. One Bread, our popular café, is open, and there is a free Stay and Play area for children and families. We also host a clothes swap for pre-loved children's clothes, which is valued by the community throughout the week and also by those who attend Sanctuary, the refugee project we host in the hall on a Friday afternoon. On busy days, up to 30 – 40 families visit Stay and Play during the day. The Children and Families' minister is responsible for maintaining the resources for Stay and Play, and managing the clothes swap alongside a team of volunteers.



ROLE SPECIFICATION

ROLE PROFILE	
Job title	Children and Families' Minister
Reports to	Vicar & Church Wardens
Principal Location	All Saints Hove
Work pattern / hours	26.5 hours per week including 3 Sundays out of 4
Enhanced DBS check required (Yes/No)	Yes
Special conditions of employment	An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

Role Context, Purpose and Objectives

All Saints is a diverse, inclusive and welcoming Church of England parish within the liberal catholic tradition. We are in the deanery of Brighton and Hove within the Diocese of Chichester. We are a member of the Major Churches' Network and of Inclusive Church. We seek to be a generously inclusive hospitable community, offering the gifts of all God's people, with the Mass at the centre of our life together.

Over the past five years, All Saints has seen growth in congregation numbers, and significantly in the number of children and families worshipping with us on a Sunday, and in the number of baptisms. Key to this growth has been the mission to welcome children and families to All Saints, and to offer faith formation and pastoral care for children of all ages and their families.

All Saints is part of a project which has received strategic development funding from the Church of England. This project aims to make All Saints a resource to assist the wider Church in areas of ministry, including in ministry to children and families, as well as more than doubling worshipping numbers by 2030.

Children and families are a fundamental part of this vision, attracting new people to All Saints, and opportunities for further growth and it is expected that the new Children and Families' Minister will play a key leadership role as we build on the success of this project.

Key Responsibilities

The Children and Families' Minister is a key team member at All Saints. The new Minister will have an opportunity to build on excellent foundations laid by the previous Children and Families' Minister, with good numbers of children and families attending services and activities at All Saints, a growing team of volunteers, and an established programme of faith formation. They will also have the support of a Vicar, PCC and congregation committed to welcoming and supporting new families who wish to make All Saints their home, and to grow in faith.

To make this happen, All Saints is committed to supporting the new Children and Families' Minister with additional administrative support, training, and help with grant and funding applications.

The Children and Families' Minister will have care, control and general oversight of the children, families and youth work at All Saints, subject to the overall direction of the Vicar and Parochial Church Council (PCC). They will provide resources for children's church and other activities, lead sessions, recruit, train and support volunteers to help lead programmes, and work alongside the Vicar, Director of Music and other team members to ensure that families are welcome in all parts of life at All Saints.

They will work to grow the number of children and families worshipping at All Saints, and to deepen the faith of those who attend. In addition to participating fully in the worshipping life of the Parish they will have oversight of midweek activities, and a key pastoral role through the week as well as on a Sunday, providing a key point of contact for those who visit the church through the week.

They will seek to develop existing partnerships with schools and parishes in the deanery, and where appropriate make new connections. They will also be encouraged to look outwards and to connect with networks across the Diocese, receiving and giving support to colleagues in other churches. With the support of the Vicar they will lead on baptism preparation for children, alongside first communion preparation courses, and youth confirmations.

This is a hands-on role and requires the post-holder to carry out some regular physical tasks such as moving chairs, lifting boxes, and setting up and packing away toys as part of the weekly pattern of children and families' activities at All Saints.

Responsibilities

- Implement and evolve the exciting and challenging vision for children and families' ministry at All Saints.
- Equip, support and add to a team of volunteers to work with children and families.
- Assist the Director of Music in supporting the spiritual development and pastoral care of the choristers.
- Stay and Play – facilitate and resource our weekday Stay and Play in the church.
- Little Fishes – lead, resource and provide pastoral care to families who come to Little Fishes (twice weekly playgroup).
- Lead and grow Children's Church; Junior Church; Youth Church, planning for future growth and ensuring the quality of teaching remains high.
- Co-ordinate and oversee the termly programme for children and families as well as single events and festival activities.
- Nurture a sense of sacramental and incarnational spirituality in children.
- Develop and use catechetical materials and courses for children and their families, including first communion, baptism and confirmation preparation.
- Be responsible for the day-to-day tasks of implementing All Saints' Hove safeguarding policy with the Parish Safeguarding Officer and Lead Recruiter (including DBS checks, volunteer training and risk assessments).
- Ensure that effective administration and record keeping is maintained for all aspects of the work.
- Participate fully in the life of the Diocese, finding ways of collaborating with others in similar traditions and, where appropriate, providing resource to other churches, with assistance from the Vicar and in collaboration with other colleagues at Church House.
- Generate creative partnerships with local schools, building on existing links with primary and secondary and schools including school trips, the annual Diocesan Leavers' service and Christmas carol services and concerts.

ROLE DIMENSIONS	
Financial management	Work with the PCC and treasurer in the establishment of an annual children and families budget.
People management	Manage volunteers – adults and children.
Time management	This role requires a flexible time commitment with a higher intensity around festivals, with less pressure after Easter, Christmas and during summer (with holidays ideally taken during these quieter times). There is an expectation that the post-holder will work on major festivals including Christmas and Easter.
Governance responsibility	Part of the Ministry Team working alongside the vicar and director of music.
Key relationships – internal	Vicar, Church Wardens, PCC Members, chorister families, Safeguarding Officer, Events Team, Parish Administrator, One Bread Cafe Manager
Key relationships – external	Diocese of Chichester Children and Families advisors, Diocese of Chichester Education team, Diocese of Chichester Safeguarding team, school partners

Essential and desirable skills, knowledge, experience and qualifications required for the role

Essential

- Experience in children's work and/or education within a church setting (or similar institution).
- Experience in implementing rigorous safeguarding practices and working to best practice.
- A generous Anglican catholic spirituality and the ability to communicate this spirituality with colour and dynamism.
- Ability to engage with and inspire children and their families in exploring faith and spirituality.
- Experience of establishing, encouraging and sustaining volunteer teams.
- Flexibility to adapt to changing circumstances and develop new ways of working.
- Proven experience of working within a team but also under their own initiative.
- Willingness to give and receive feedback and respond accordingly.
- Experience in coaching others in Children and Families' Ministry teams.

Desirable

- CertHE, DipHE, or BA in relevant course (e.g. Theology, ministry and mission, or mission and ministry with children.)
- Proficient in use of Word, Excel, Outlook and PowerPoint.
- Design and creation of imaginative and high-quality resources for all ages
- Creation and implementation of policy.
- Experience of working in schools.
- Experience working with and supporting neurodiverse children

What we offer

- A supportive team environment.
- Office space and space for activities and resources.
- A starting salary between £28,000 and £32,000 pro rata.
- Potential for a degree of flexibility in working patterns.
- Additional training and support via the Diocese of Chichester.

This role description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This role description may be subject to amendment, to meet the changing needs of All Saints, following appropriate consultation.

APPLY FOR THIS ROLE

- If you would like an informal discussion about this role, please email the Vicar, Catriona Cumming at vicar@allsaintshove.org
- For an application form please email our Parish Administrator, Emma Mead at office@allsaintshove.org

Deadline for applications: Friday 25th September

Interviews: Tuesday 6th October



ALL SAINTS
Living Faith in Hove

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